

Vacancy for Consular Assistant (May 3, 2010)

VACANCY No: 14-2010
OPEN TO: U.S. Citizen Appointment Eligible Family Members
(AEFMs)–All Agencies
POSITION TITLE: Consular Assistant
OPENING DATE: May 3, 2010
CLOSING DATE: May 17, 2010
WORK HOURS: Full-time 40 Hours/Week
POSITION GRADE: *FP-06 "To be determined by Department of State,
AF/EX in Washington."

NOTE: ONLY U.S. CITIZEN APPOINTMENT ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER CHIEF OF MISSION AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Freetown is seeking an Eligible Family Member (EFM) for employment in Sierra Leone for the position of Consular Assistant. The position is located in the Consular Section reports to the Chief Consular Officer.

FUNCTIONS OF POSITION:

Performs full range of consular duties in rotation with other staff, to include: customer service to US citizen and foreign clients; answers Congressional, legal, and other correspondence; collects fingerprints; oversees DNA collection; and carries out visa processing services. Investigates Consular fraud and reports results to the officers.

Collects fingerprints of visa applicants. Collects documentation of applicants and prepares it for officer adjudication, including data entry into the computerized consular systems.

Performs other consular related duties as assigned.

Copy of the complete position description listing all duties and responsibilities is available in the Human Resources office.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Two years of college or university study is required.
2. **Experience:** Two to four years of administrative /government service/para-professional experience, such as related consular work or similar work involving the application of relatively complex regulatory or legal material.
3. **Language ability:** Level 4 English Language ability (fluent) in written and spoken English required.
4. **Knowledge:** A thorough knowledge of applicable laws, regulations, procedures and requirements for both visas and ACS benefits within one year of employment.
5. **Other Criteria:** Must be a U.S. Citizen Appointment Eligible Family Members (AEFMs) of a U.S.G. direct-hire or Uniformed service employee. Must have or be able to obtain a Secret Security Clearance.
6. **Abilities:** Advanced keyboard and data entry. Basic mechanical operation in order to operate specialized office machines related to issuance of visas, biometric equipment, fingerprinting equipment, and/or photographic equipment. Standard numerical skills to calculate workload counts, compile section statistics and similar mathematical calculations. Standard IT software to use specialized Consular databases and software.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); available on the internet at http://freetown.usembassy.gov/job_opportunities.html or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the qualification requirements of the position as listed above

SUBMIT APPLICATION TO

The Human Resources Section
American Embassy
Freetown

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire non-career employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is Listed on approved form OF-126 (Foreign Service Residence and Dependency Report) of a US Foreign Service, Civil Service employee or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- If a Domestic Partner applies, the Foreign Service, Civil Service employee or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM Authority, must have filed and obtained approval of form DS-7669 from HR/EX/ASU.
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and
- Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service.

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders or approved form OF-126 who do not meet the above criteria are not AEFMs or US Citizen EFM for purpose of 3 FAM 8210.

CLOSING DATE FOR THIS POSITION: May 17, 2010

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in Employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with

such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.